

Office Safety

FIRE HAZARDS

Ensure
that every plug appliance
leads from a fused socket
or a fused switch

Never
overload electrical sockets

Ensure
you switch off and unplug
all electrical equipment
that is not in use

Know
the location of fire
equipment and
how they function

Familiarise
yourself with evacuation
procedures

TRIP, FALL & COLLISIONS

Ensure
all walking
surfaces are
clear of clutter,
cables, boxes,
and other items
that could cause
trips or falls

Keep
all walking
surfaces clear
of clutter,
cables, boxes,
and other items
that could cause
trips or falls

Clean up
any spills or
messes
immediately

Be aware
of your own
balance and
the balance of
others

Never
stand on desks
or chairs

Always
use proper
lifting techniques

Walk
carefully, especially
when carrying items

OFFICE EQUIPMENT

Ensure
all lifting equipment
is used correctly
and that the load
is not too heavy
or too bulky

Avoid
the use of
ladders or
stepladders
unless you are
properly trained
and the equipment
is in good condition

Do not
use any equipment
if you are unsure
of its safe use

Avoid
the use of any
equipment when
you are tired or
impaired by alcohol
or drugs

Remove
any damaged
equipment from
use immediately

Health & Safety for Computer Operators

KNOW THE RULES

1. Follow the rules of the company and the health and safety regulations.
2. Report any health and safety problems to your supervisor.
3. Do not use any equipment if you are unsure of its safe use.
4. Do not use any equipment if you are tired or impaired by alcohol or drugs.
5. Do not use any equipment if you are ill or have a medical condition that may be affected by the use of the equipment.

ADJUSTING YOUR WORK STATION

Adjusting your work station is important to prevent health and safety problems. It should be done regularly, at least once a year, or more often if you have any health and safety problems.

When adjusting your work station, you should consider the following factors:

- The height of the desk and chair.
- The position of the monitor, keyboard, and mouse.
- The lighting in the room.
- The ventilation in the room.
- The noise level in the room.

It is also important to take regular breaks from your work. This will help to prevent health and safety problems.

TAKE CARE OF YOUR EYES

It is important to take care of your eyes when using a computer. This will help to prevent health and safety problems.

When using a computer, you should follow the following guidelines:

- Take regular breaks from your work.
- Blink frequently.
- Do not stare at the screen.
- Do not use a computer if you have any eye problems.

TAKE A BREAK

It is important to take regular breaks from your work. This will help to prevent health and safety problems.

When taking a break, you should consider the following factors:

- The length of the break.
- The activities you do during the break.
- The time of day when you take the break.

Stress Management

WHAT IS STRESS?

Stress is a natural response to a challenge or a threat. It is a state of mental or emotional strain or tension resulting from adverse or demanding circumstances.

Stress can be caused by a variety of factors, including:

- Work-related factors, such as heavy workload, tight deadlines, and lack of control.
- Personal factors, such as family problems, financial difficulties, and health problems.
- Environmental factors, such as noise, pollution, and traffic.

REACTIONS TO STRESS

Stress can have a variety of effects on the body and the mind. These effects can be both physical and psychological.

Physical effects of stress include:

- Increased heart rate and blood pressure.
- Increased muscle tension.
- Increased sweating.
- Increased breathing rate.

Psychological effects of stress include:

- Increased anxiety.
- Increased irritability.
- Increased difficulty concentrating.
- Increased difficulty sleeping.

COPING WITH STRESS

There are a variety of ways to cope with stress. Some of the most effective ways include:

- Exercise.
- Relaxation techniques, such as deep breathing and meditation.
- Time management.
- Communication.

THINK POSITIVELY

It is important to think positively when dealing with stress. This will help to prevent health and safety problems.

When thinking positively, you should focus on the good things in life and on the things you can control.

TIME MANAGEMENT

It is important to manage your time effectively when dealing with stress. This will help to prevent health and safety problems.

When managing your time, you should consider the following factors:

- The priorities of your work.
- The time you have available.
- The time you need to take for yourself.

BALANCE WORK AND FAMILY

It is important to balance your work and family life when dealing with stress. This will help to prevent health and safety problems.

When balancing your work and family life, you should consider the following factors:

- The needs of your family.
- The needs of your work.
- The time you have available.

COMMUNICATION

It is important to communicate effectively when dealing with stress. This will help to prevent health and safety problems.

When communicating, you should consider the following factors:

- The needs of the other person.
- The needs of your work.
- The time you have available.

BREAKING THE CYCLE

It is important to break the cycle of stress when dealing with stress. This will help to prevent health and safety problems.

When breaking the cycle, you should consider the following factors:

- The needs of your family.
- The needs of your work.
- The time you have available.

Safe Manual Handling

Introduction

Safe manual handling is important to prevent health and safety problems. It involves the use of proper techniques to lift, move, and store objects.

There are a variety of factors that can affect the safety of manual handling, including:

- The weight of the object.
- The distance the object is being moved.
- The height of the object.
- The posture of the person handling the object.

Risk Assessment 1

Risk assessment is a process of identifying and evaluating the risks of a task. It is an important part of safe manual handling.

When conducting a risk assessment, you should consider the following factors:

- The nature of the task.
- The equipment used.
- The training of the person handling the object.

Good Handling Techniques 1

There are a variety of good handling techniques that can be used to prevent health and safety problems. Some of the most effective techniques include:

- Keeping the back straight.
- Using the legs to lift.
- Keeping the feet shoulder-width apart.

Employers & Employees

Both employers and employees have a role to play in preventing health and safety problems. Employers should provide training and equipment, and employees should follow the rules and use the equipment correctly.

Risk Assessment 2

Risk assessment is a process of identifying and evaluating the risks of a task. It is an important part of safe manual handling.

When conducting a risk assessment, you should consider the following factors:

- The nature of the task.
- The equipment used.
- The training of the person handling the object.

Good Handling Techniques 2

There are a variety of good handling techniques that can be used to prevent health and safety problems. Some of the most effective techniques include:

- Keeping the back straight.
- Using the legs to lift.
- Keeping the feet shoulder-width apart.

First Response for Common Ailments

DIABETES

Diabetes is a chronic condition that affects the way the body uses blood sugar. It is important to take steps to prevent health and safety problems related to diabetes.

When dealing with diabetes, you should consider the following factors:

- The symptoms of diabetes.
- The treatment of diabetes.
- The prevention of diabetes.

ASTHMA

Asthma is a chronic condition that affects the airways. It is important to take steps to prevent health and safety problems related to asthma.

When dealing with asthma, you should consider the following factors:

- The symptoms of asthma.
- The treatment of asthma.
- The prevention of asthma.

SEIZURES

Seizures are sudden, uncontrolled electrical disturbances in the brain. It is important to take steps to prevent health and safety problems related to seizures.

When dealing with seizures, you should consider the following factors:

- The symptoms of seizures.
- The treatment of seizures.
- The prevention of seizures.



Protect your employees and avoid costly accidents. User-friendly text and clear instructions show employees how to prevent accidents and injury whilst maintaining a healthy working environment. Durable laminated construction with full colour instructions.

418297

Order code	Description	Size (cm)	Price each
137-6525	Office safety guide	59 x 42	
137-6437	Health & safety to computer operators	59 x 42	
137-6438	Stress management	59 x 42	
137-6526	Safe manual handling	59 x 42	
137-6528	Fire safety	59 x 42	
137-6530	First response for common ailments	59 x 42	
137-6533	Personal hygiene	42 x 59	
137-6532	Kitchen hygiene	42 x 59	
137-6531	Food preparation & storage	42 x 59	